

**To:** Early Readers Now! Book Buddies  
**From:** Early Readers Now! Project Coordinator  
**Re:** Police Clearance!



**As many of you know, in order to work with children in DC, and be a volunteer reader, you have to have police clearance.** For some Early Readers Now! Book Buddies, taking the time to go to the police station can be a little ominous so here are a few tips to help volunteers expedite the process a bit.

**TIP 1**

**Call ahead of time, one day before.** (202) 727-4245. Let the Officer in charge know that you will be coming down the next day. Let the office know that you are part of the read aloud team, Early Readers Now! and will be bringing a form indicating our partnership (DCOP and MPD) as well as a fee waiver. Let the office know you will also be calling the person who will fingerprint you, at (202) 727-4409, and confirming that that person will be in at 9 am.

**TIP 2**

**Show up at 9 am.** By 10:00 am, the hallway is packed.

**TIP 3**

**Take the Red line to Judiciary Square.** Do not drive if possible. Cross the street to the police station (Indiana Avenue is on the other side.) and go to the 3<sup>rd</sup> floor, Room 3055. Come out the elevator. Turn right and you will see the "Police Clearances Window" on the right hand side. (Fingerprinting is across the hall.).

**TIP 4**

**Bring a picture I.D. They will not process without.**

**TIP 5**

**Walk across the hall and let finger print office know that you are ready.**

This is where you might wait a little.

**TIP 6**

**Do not wear your nicest clothes.** The fingerprinting is messy. Although they try, it is hard not to get it on something.

And that's it! If you follow these tips, you can be in and out in an hour. Let Early Readers Now! know about your experience, and also if you would like, to share any tips about your experience. Good Luck!